

Goldwyn School

# **Person Specification:** Arbor and Data Manager

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. Applicants should describe in their application how they meet these criteria.

|  |  |
| --- | --- |
|  | **CRITERIA**  |
| **QUALIFICATIONS** | • 5 GCSE A\* - C (or equivalent) including English and Maths **E** • Further relevant qualifications which link directly to the role **D**  |
| **TRAINING**  | * Arbor related training **E**
* Ongoing professional development undertaken within previous roles **E**
 |
| **EXPERIENCE**  | * Minimum 2 years’ experience using Arbor MIS in a school or trust setting **E**
* Experience supporting staff and stakeholders in using MIS systems **E**
* Experience in the management of data and the production of reports **E**
* Experience working in or supporting SEN schools **D**
 |
| **KNOWLEDGE** **SKILLS AND ABILITIES**  | * Strong understanding of school data processes and statutory requirements **E**
* Good understanding of Data Protection **E**
* Proven ability to manage and analyse complex data sets **E**
* Familiarity with SEN data and provision tracking **D**
* Experience working in or supporting SEN schools **D**
* Skills in Power BI, Excel, or other data analysis tools **D**
* Experience with data migrations and system transitions **D**
 |
| **PERSONAL QUALITIES**  | * A strong commitment to the school’s vision: *Aspire, Empower, Achieve* and its core values: *Resilience, Empathy, Aim, Commitment, Heart* **E**
* High levels of integrity and emotional resilience **E**
* Excellent attention to detail and problem-solving skills **E**
* Essential Strong numeracy, analytical and literacy skills **E**
* Recognises the need for and maintains a high degree of confidentiality **E**
* Ability to work on own initiative with minimum supervision
* Ability to plan ahead and manage concurrent workflows
* Effective time management **E**
* Positive attitude **E**
 |
| **OTHER** **REQUIREMENTS**  | * Willingness to travel between school sites **E**
* Commitment to ongoing professional development and safeguarding training **E**
* Understanding of and commitment to equality, diversity and inclusion
* Willingness to contribute to wider school life **E**
* Sense of humour **E**
 |